



Request for Bid/Quotation – Pricing and Terms City of Indianapolis/Marion County

Request Bid/Quote ID RFB 52ASR-1	Date 8/6/2012	Buyer Wendy Thanisch	Phone 317-327-4641
Bid/Quote Due Date and Time (EST) Thursday, August 23, 2012 at 10:00 am		Mail To: City County Purchasing Division 200 E. Washington Street Room 1522, City County Building Indianapolis, IN 46204	

This Bid/Quote is for printing, folding, stuffing envelopes, postage marking and mailing for approximately 350,000 letters for the Marion County Assessor's Office .

Bids/Quotes will be in accordance with attached specifications.

Failure to submit the following will render the submitted quote non-responsive:

- Fully completed and signed Bid/Quote Form
- Affidavit of Non-collusion signed and notarized
- Completed and **signed** MBE/WBE/VBE Participation Plan or Application for Waiver (pages 9 through 10.) Bids submitted without a signed form *will be deemed non-responsive*
- Price Sheet, page 11. Only bids provided on the Pricing Sheet will be considered for award. Any attached quotations (ie – system-generated quotation printouts) cannot be considered valid and should only be added to present a breakdown of services/supplies included in the total bid price.
- Completed Extended Price form, page 12.
- Exception Sheet with full explanations and descriptions (if applicable), page 13.

Bid opening is at 10:00 am (EST) in room 260, City County Building (see Bid/Quote due date and address above). Bids are to be delivered to room 1522 City County Building by 9:30 am EST) on or before the above due date. From 9:31 until 10:00 am (EST), Bids will be accepted in room 260 of the City County Building. **Late Bids/Quotes will not be accepted for any reason.**

All shipping/delivery charges are to be included in the unit cost.

All questions concerning this Bid/Quote must be in written form and received no later than Tuesday, August 14, 2012 at 12:00 noon (EST), preferably by e-mail to Wendy Thanisch at Wendy.Thanisch@indy.gov or faxed to (317) 327-4493.

Bid/Quote documents must be submitted in a sealed envelope with the RFB number clearly visible. (Note: Larger document packages may be submitted in a suitable sealed box)

A bid/quote checklist has been included on the last page for your convenience. This page contains important reminders for submission.

Bid/Quote must be received by the Purchasing Division and time stamped by the stated deadline. The City will not make any exceptions due to failure or delay of the U.S. Postal service or any other delivery service or method. Vendor(s) are strongly encouraged to take any steps necessary to ensure that a Bid/Quote is received on time.

Bid/Quote Form

U.S. Manufactured Products Preference Certification

This is to certify that under penalties of perjury, that each of the Bidder(s)/Quoter(s) and products, except those listed below, are a United States of America manufactured product as stated in Indiana Code 5-22-15-21. A product is manufactured in the United States, if the cost of its components mined, produced or manufactured in the United States exceeds fifty percent (50%) of the cost of all its components. (In determining if a product is manufactured in the United States, only the product and its components shall be considered.) Please check on of the following:

Please check one of the following

- ☐ U.S. Manufactured product preference applies
- ☐ U.S. Manufactured product preference “does not” apply to the following products:

Product(s)	Country of Origin

By signing on this signature line, I am acknowledging that I have read, reviewed, understand and attest to all of the information included in this bid/quote response including but not limited to pricing sheet, exception sheet and the extension of price.

The undersigned agrees to furnish the goods and/or services (public work construction included) set forth in this document at the pricing and terms provided herein and conveys that he/she is fully empowered to execute and deliver this document on behalf of the company and that, if accepted by the City/County, this document shall represent a lawful and binding obligation of the company.

Firm Name _____

Address _____

(City) (State) (Zip Code) (Country)

Phone Number (_____) _____ Fax Number (_____) _____
Area Code Area Code

E-mail Address _____

Web Address (URL if any) _____

Name of Authorized Representative (Printed) _____

Signature of Authorized Representative _____

Pricing shall remain firm through _____
(Month) (Day) (Year)

Payment terms _____

Delivery date _____
(Month) (Day) (Year)

City of Indianapolis and Marion County

Instructions to Bidders

Immediate Cause for Rejection of Bids

- A. Failure to comply with all instructions or to sign all necessary forms including the Request for Bid (RFB) form.
- B. Failure to submit a bid surety completely and correctly executed at the time of bid submission in the correct amount (if required).
- C. Failure to correctly and completely execute the non-collusion affidavit (if required).
- D. Failure to comply with any other mandatory bid requirements.

Bonding Requirements

- A. Bidders may be required to provide with a bid, at time of submission, a bid surety in either a flat dollar amount or percentage of bid, as specified. Acceptable forms of bid surety are as follows:
 - 1. Bid Bond secured from a bona fide bid surety firm.
 - 2. A Certified Check (or equivalent) if issued by a financial institution insured by an agency of the United States.
 - 3. Other Forms of Bid Surety as specified in a particular bid.All forms of Bid Surety should be made payable to the City of Indianapolis/Marion County. No cash or personal checks accepted. All bid surety will be held until formal award is made by the appropriate governing body and until successful contractor complies with all terms of the award.
- B. Successful bidder may be requested to provide a Performance Bond/Payment Bond in either a flat dollar amount or a percentage of bid as specified, made payable to the City of Indianapolis/Marion County, within ten days after receipt of award letter. Other forms of performance guarantee may be acceptable as specified in a particular bid.

General Conditions / Contractual Clauses

- A. The City of Indianapolis and Marion County are exempt from Local, State and Federal Taxes and will not be responsible for any taxes levied on contractor as a result of a bid award.
- B. All terms contained in this document will become part of the contract between successful bidder and the City of Indianapolis/Marion County.
- C. This contract may be renewed under the same terms and conditions subject to the approval in compliance with IC 5-22-17-4. The term of the renewed contract may not be longer than the term of the original contract. Any provision for automatic renewal is void.
- D. The City of Indianapolis/Marion County reserve the right to reject any and all bids and to waive any of the terms and conditions and provisions contained in the Invitation to Bid (RFB) or other documents, or any informality, irregularity or omission in any bid, and to award to one or more bidders.
- E. Manufacturer and/or model number of equipment being bid must be stated. It is the contractor's responsibility to show proof that goods being offered are of equal quality to those that were specified. Any exceptions to the specifications must be clearly set forth in the contractor's bid.
- F. If not bidding a delivered price to point of destination, shipping price must be listed as a separate price on the RFB form.
- G. Upon delivery and/or inspection of ordered goods or upon performance of services, should the ordering agency determine that goods/services do not meet specifications; same will not be accepted and will be returned at the contractor's expense.

- H. Formal contracts and/or proof of insurability may be required on applicable bids.
- I. The City of Indianapolis /Marion County reserves the right to deny payment to contractors ordering or delivering goods/services without benefit of a verbal or written purchase order number.
- J. The apparent low bidder must submit or have on file form CC-09 which may be obtained from the DMWBD office. Failure to do so may cause your bid to be rejected. Information pertaining to the DMWBD Program and/or questions should be directed to the Department of Minority and Women Business Development office located in the City/County Building, 200 East Washington Street Indianapolis, IN 46204 Telephone (317) 327-5262.
- K. The Contractor agrees to indemnify and hold harmless Marion County Indiana, City of Indianapolis, its officials, agents, officers, and employees for any and all claims, actions, causes of action, judgments, and liens arising out of any negligent act of omission by the Contractor or any of its officers, agents, employees, or subcontractors or any defect in materials or workmanship or any supply, material or mechanism or other product which it or any of its officers, agents, employees, or subcontractors has supplied to the City/County or has used in connection with this agreement. Such indemnity shall include attorney's fees, costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein.
- L. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by the City/County are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then the City/County shall have the right to terminate this agreement without penalty by giving prior written notice documenting the lack of funds, in which instance, unless otherwise agreed to by the parties, this Agreement shall terminate and become null and void on the last day of the fiscal period for which appropriations were received. The City/County agrees that it will make its best effort to obtain sufficient funds, including but not limited to including in its budget for each fiscal period during the term hereof a request for sufficient funds to meet its obligations hereunder in full. This contract may be terminated by either party at the City's option, upon 30 days written notice, unless otherwise specified.
- M. No portion of this Agreement shall be sublet, assigned or otherwise disposed of by the Contractor except with the written consent of the City/County being first obtained. Consent to sublet, assign or otherwise disposed of any portion of this Agreement shall not be construed to relieve the Contractor of any responsibility for the fulfillment of the Agreement.
- N. Unless otherwise specified within the Agreement, this Agreement shall be governed by the laws of the State of Indiana, and by all Municipal Ordinances and codes of the Consolidated City of Indianapolis, as the same shall be in full force and effect upon the date of this Agreement is executed.
- O. This Agreement represents the entire and integrated Agreement between the City/County and the Contractor and supersedes all prior negotiations, representations, and/or contracts, either written or oral. This Agreement may be amended only by written instrument signed by both City/County and Contractor and attached hereto as an addendum.

Rev. 07/2/2012

Affidavit of Non-Collusion

THE UNDERSIGNED, HAVING BID FOR _____

in accordance with notice given by the Purchasing Division and the City of Indianapolis and/or Marion County for such supplies, merchandise, service or contract for and in behalf of himself, or themselves, being first duly sworn says:

That said bidder has not directly or indirectly entered into any combination, collusion, undertaking or agreement relative to the price to be bid by any person, or to prevent any bidder, or bidders, from bidding, or to induce any bidder, or bidders, to refrain from bidding for such supplies, merchandise, service or contract, and that said bid so made is without reference or regard to any other bid, or bids, and without agreement, understanding or combination, either directly or indirectly, with any person or persons, with reference to such bidding in any way or manner whatsoever.

Signed) _____

STATE OF _____ }
COUNTY OF _____ } SS:

Subscribed and sworn to before me this _____ day of _____

My commission expires _____
Notary Public (Seal)

Dated at _____
City State Date

FAILURE TO PROPERLY NOTARIZE AND RETURN THIS FORM WILL INVALIDATE YOUR BID

REV -

form 4-1028

City of Indianapolis
Invitation to Bid on the Printing, Folding, Stuffing and Mailing of Assessment Notice Forms for
The Marion County Assessor's Office

The following terms will be included in the resulting agreement between the successful vendor and the City of Indianapolis and Marion County herein referred to as "City". Please read carefully. **Questions pertaining to the technical specifications and quoting documents may be directed to Ms Wendy Thanisch, Purchasing Division, in writing either by e-mail to Wendy.Thanisch@indy.gov or fax (317) 327-4493, no later than one (1) week prior to due date.**

1. General

- 1.1. Vendors are invited to bid unit prices for the printing, folding, supplying envelopes, stuffing and mailing of approximately 350,000 Property Tax Assessment Notices for the Marion County Assessor's Office, in Marion County, IN. Contractor must be willing to process specified property tax assessment information in a timely and professional manner to a variety of addresses in Marion County, IN. Names and addresses will be provided by the Marion County Assessor's Office per the specifications herein.
- 1.2. **PLEASE NOTE: Any related addenda to this bid, including written answers to questions, will be posted on the Purchasing Division's official website at www.indy.gov/purch under the appropriate project heading. Addenda will NOT be sent directly to vendors. Vendors will be responsible for periodically checking this website for any related addenda up to and including the due date. Vendors should print out, sign and return written acknowledgement(s) with their bid.**

2. Firm Bids

All bids received shall be considered valid for not less than ninety (90) days from the date of bid opening. Pricing shall be firm for the length of the contract, including any renewals.

3. County Project Representative

- 3.1. The *County Project Representative* responsible for coordinating this project after award is Virginia Francis, phone 317-327- 4914. Vendor shall coordinate with the City regarding hours, schedules, and any other conditions affecting the work.
- 3.2. The County Project Representative is designated for contract coordination after award only. All questions regarding this bid/quote shall be directed to the buyer specified on the cover page.

4. Bonds

There will be no *bid bonds* or *performance bonds* required for this contract.

5. Specifications

- 5.1. The specifications are intended to provide a foundation for open competition for the supply of commodities or services to meet City needs. Minor and immaterial technical deviations may, at the discretion of the City, be deemed in *substantial* compliance with the specifications. However, material variances may render the vendor *non-responsive* and ineligible for award.
- 5.2. All exceptions to the specifications and terms shall be noted in detail on the attached Exception Sheet.

6. Ownership

- 6.1 "Works" means works of authorship fixed in any tangible medium of expression by Contractor or its officers, employees, agents or subcontractors in the course of performing the services under this Agreement, including, but not limited to, computer programs, electronic art, computer generated art, notes, specifications, drawings, flow charts, memoranda, correspondence, records, notebooks, documentation, reports and charts, regardless of the medium in which they are fixed, and all copies thereof.

- 6.2 All Works made or created by Contractor, either solely or jointly with City, in the course of Contractor's performance of services under this Agreement shall be deemed to be works for hire and are and shall be the exclusive property of City. At City's request, Contractor will execute all documents reasonably required to confirm or perfect ownership of such Works and any corresponding copyright rights in and to such Works in City. Without the prior written consent of City, Contractor shall not use, copy or prepare derivative works of the Works, or any parts of them, other than as related to the performance of this Agreement. During the performance of this Agreement, Contractor shall be responsible for loss or damage to the Works while they are in Contractor's possession or control. Any loss or damage shall be restored at Contractor's expense. City shall have free and unlimited access to the Works at all times and, upon demand, shall have the right to claim and take possession of the Works and all copies. Notwithstanding the foregoing, Contractor shall be entitled to retain a set of its work papers for archival purposes only, in accordance with applicable professional standards.
- 6.3 Contractor shall retain all rights in and to its know-how, methods, techniques, discoveries, concepts, and ideas, whether patentable or not, and whether possessed by Contractor prior to or acquired by Contractor during the performance of this Agreement. Contractor also shall retain all rights in and to all works of authorship fixed in a tangible medium of expression which were made, created or acquired by Contractor prior to the effective date of this Agreement ("Pre-Existing Works"), provided that a listing of such Pre-Existing Works is attached to this Agreement

7 Debarment and Suspension

- 7.1 Vendors should be aware that by entering into an agreement with the City, neither they, nor their principals, should be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this agreement by any federal agency or by any department, agency or political subdivision of the State of Indiana. The term "principals", as used in this paragraph, means an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of the vendor's business.
- 7.2 The awarded vendor shall **not** have their business name(s) or principal's name(s) listed on the debarment web site at <http://www.epls.gov/eplsearch.do>. A check of this listing will be made by the City. The City of Indianapolis reserves the right to nullify the award of any quote, bid, or RFP based on this listing. It is recommended that vendors check the website listing prior to submitting documents.

8 Accessibility

Individuals with disabilities or needing special assistance during site visits, scheduled conferences, openings or any other activities related to a bid, quote or request for proposal should contact the Purchasing Division at (317) 327- 4900 to make arrangements for such assistance.

9 Successors and Assigns

Vendor binds itself and its partners, successors, executors, administrators and assigns to City and to the partners, successors, executors, administrators and assigns of City, in respect to all covenants of this agreement; except as otherwise provided herein, vendor shall not assign, sublet or transfer its interest in this agreement without the written consent of City.

10 Bid/Quote Expenses

By submitting a response to this bid/quote, each vendor agrees that all of its related expenses are its sole responsibility, and that the City will not be responsible for any costs whatsoever incurred by the vendor in connection with or resulting from the bid/quote process, including but not limited to costs for preparation/submission of the bid/quote, travel & per diem, attending interviews, providing presentations or product demonstrations.

11 Monitoring

For management purposes, City agencies or departments may report contract problems to the Purchasing Division by using the City Intranet "Contract Monitoring Report". This program of quality control is to ensure that contractors successfully fulfill their contractual obligations with the City and maintain a positive contractor performance status.

12 Services or Goods Acquisition by the City

- 12.1 Pursuant to City/County ordinance, contracts not approved by the Office of Corporation Council and the City Controller are voidable. Vendor shall not begin performing services, acquiring or delivering goods, prior to receipt of a fully executed contract, including the controller's signature.
- 12.2 Vendor must have a validly issued purchase order prior to beginning services, acquiring or delivering goods. Vendor will not be compensated for services rendered or goods secured prior to the issuance, by the purchasing division, of a valid purchase order. (Revised Code §141-102)

13 Method of Payment

Vendor must be willing to accept invoice payments via City/County check, City/County Purchasing Card (Master Card) or Automated Clearing House (ACH) at the City's sole option and discretion. The City will not be responsible for any card fees or other bank charges incurred by the vendor.

14 Technical Specifications

Method 1 – Print approximately 350,000, single page letters, printed front and back, on 8 ½ x 11 inch standard 20# bond paper. Envelopes shall be standard #10, single addressee window, security tint and pre-printed indicia. Information for the letters including names and addresses shall be provided by the City in a Microsoft Office, Excel Spread Sheet Format. Using this method, the letters shall be printed double-sided.

- 14.1 Side One is a standard letter, black print with;
 - 14.1.1 Generic salutation
 - 14.1.2 Same text
 - 14.1.3 Vendor shall print "See other side for Form 11C/I" at the bottom of the page in a clear and readable font.
 - 14.1.4 Includes County Assessor signature
- 14.2 Side Two is State of Indiana Form 11C/I "Notice of Assessment of Land and Structures"
 - 14.2.1 State Form 11C/I – A sample of this page is "Figure 1".
 - 14.2.2 Note; Vendor will need to modify this form for inclusion of the addressee information to fit the envelope window when folded. A reduction in height for the "Reason for revision of assessment" block may be made to accomplish this task. The form will have information from the City added to the page format so a working copy will need to be obtained/created for print purposes. The City address information at the bottom of the form can be included as part of the modification process (the Addressing Official is now Joseph O'Connor) (Reference Figure 2). The vendor will be responsible for printing all customer and tax information on the Form 11 C/I as provided by the City including any edits for header and footers.
 - 14.2.3 Vendor shall print "See other side for more information" at the bottom of the page.
 - 14.2.4 Several proof copies of the letters shall be provided to the Assessor's office for final inspection of the letters and envelopes prior to mass production. The vendor shall work with the Assessor's Office to correct any errors or adjustments prior to mass production.
- 14.3 Required operations for letter processing:
 - 14.3.1 Print two-sided document as defined above (Text will be provided by September 2012)

- 14.3.2 Fold documents for stuffing with addressee name and address location on the top of the modified Form 11 C/I lining up with the envelope window.
- 14.3.3 Envelope shall be printed with the return address to :
 - Marion County Assessor
 - City - County Building
 - 200 E Washington St., Suite 1360
 - Indianapolis, IN 46204
- 14.3.4 Stuff document in standard business window envelope
- 14.3.5 Seal approximately 350,000 envelopes
- 14.3.6 Pre-sort for best mailing characteristics
- 14.4 First-class mail requirements
 - 14.4.1 Addressing information provided by electronic means by early September 2012
 - 14.4.2 Postage shall be first class
- 14.5 Mailing Schedule
 - 14.5.1 Letters shall be mailed no later than mid-December 2012 (excluding month of November 2012)
 - 14.5.2 Mail can be staged to better manage volume and cost. Vendor shall notify the City of the proposed mailing schedule.
 - 14.5.3 Vendor shall return all unused documents to the Marion County Assessor
- Method 2** – Approximately 350,000, two-page letters (700,000 pages), printed on one (1) side only, on 8 ½ x 11 inch standard 20# bond paper. Envelopes shall be standard #10, single addressee window, security tint and pre-printed indicia. Information for the letters including names and addresses shall be provided by the City in a Microsoft Office, Excel Spread Sheet Format. Using this method, the letters shall be printed on one side only.
- 14.6 Vendor will print two separate pages for the letter as follows:
 - 14.6.1 Page 1:
 - 14.6.2 Generic salutation
 - 14.6.3 Same text Page numbered “Page 1” on the bottom right corner
 - 14.6.4 Vendor shall print “See Page 2 for Form 11C/I” at the bottom of the page in a clear and readable font.
 - 14.6.5 County Assessor signature
- 14.7 Page Two is State of Indiana Form 11C/I “Notice of Assessment of Land and Structures”
 - 14.7.1 Page numbered “Page 2” on the bottom right corner
 - 14.7.2 State Form 11C/I – A sample of this page is “Figure 1”.

Note; Vendor will need to modify this form for inclusion of the addressee information to fit the envelope window when folded. A reduction in height for the “Reason for revision of assessment” block may be made to accomplish this task. The form will have information from the City added to the page format so a working copy will need to be obtained/created for print purposes. The City address information at the bottom of the form can be included as part of the modification process (the Addressing Official is now Joseph O’Connor) (Reference Figure 2). The vendor will be responsible for printing all customer and tax information on the Form 11 C/I as provided by the City including any edits for header and footers.
 - 14.7.3 Form shall have “See page 1 for more information” printed at the bottom of the page.
 - 14.7.4 Several proof copies of the letters shall be provided to the Assessor’s office for final inspection of the letters and envelopes prior to mass production. The vendor shall work with the Assessor’s Office to correct any errors or adjustments prior to mass production.

14.8 Required operations for letter processing:

- 14.8.1 Print two (2) pages as defined above (Text will be provided by September 2012)
 - 14.8.2 Fold documents for stuffing with addressee name and address location on the top of the modified Form 11 C/I lining up with the envelope window.
 - 14.8.3 Envelope shall be printed with the return address to :
 - Marion County Assessor
 - City - County Building
 - 200 E Washington St., Suite 1360
 - Indianapolis, IN 46204
 - 14.8.4 Stuff document in standard business window envelope
 - 14.8.5 Seal approximately 350,000 envelopes
 - 14.8.6 Pre-sort for best mailing characteristics
- 14.9 First-class mail requirements
- 14.9.1 Addressing information provided by electronic means by early September 2012
 - 14.9.2 Postage shall be first class
- 14.10 Mailing Schedule
- 14.10.1 Letters shall be mailed no later than mid-December 2012 (excluding month of November 2012)
 - 14.10.2 Mail can be staged to better manage volume and cost. Vendor shall notify the City of the proposed mailing schedule.
 - 14.10.3 Vendor shall return all unused documents to the Marion County Assessor.

**NOTICE OF ASSESSMENT OF LAND AND STRUCTURES**

State Form 45650 (R9 / 12-10)

Prescribed by Department of Local Government Finance

**FORM
11 C/I**

This notice indicates the assessed value of your property. Information on the valuation of your property and a copy of the property record card can be obtained from the Assessing Official at the telephone number and address below.

Notice to the taxpayer of the Opportunity to Appeal (IC 6-1.1-15-1):

If a taxpayer does not agree with the action of the assessing official giving this notice, the County Property Tax Assessment Board of Appeals will review that action if you file a notice in writing with the Township Assessor (if any) or the County Assessor within forty-five (45) days of the mailing of this notice. This written notice should include the name of the taxpayer, the address of the property, the key number or the parcel number of the property, the address of the taxpayer (if different from the property address), and the telephone number of the taxpayer. An appeal of this assessed value requires evidence relevant to the value of the taxpayer's property as of the assessment date.

Name of property owner	Parcel or Identification number
Address of property owner (number and street, city, state, and ZIP code)	
Legal description	
Property address (number and street, city, state, and ZIP code)	

PREVIOUS ASSESSMENT		NEW ASSESSMENT EFFECTIVE MARCH 1, 20__	
LAND		LAND	
STRUCTURES		STRUCTURES	
TOTAL		TOTAL	

Reason for revision of assessment:

Sample

If the change in assessment is due to a new home, you should be aware that there are many property tax benefits or deductions available. Please see INDIANA PROPERTY TAX BENEFITS (State Form 51781) available on the DLGF website, www.IN.gov/dlgr. If the non-residential real property is reassessed because it has been rehabilitated, you may be eligible for rehabilitation deductions - see Form 322A. Other non-residential construction may be eligible for deductions - see Form 322/RE & Form 322/VBD.

County	Township	Date of notice (month, day, year)
Assessing Official		Telephone number ()
Address (number and street, city, state, and ZIP code)		

Figure 1

**NOTICE OF ASSESSMENT OF LAND AND STRUCTURES**

State Form 45990 (R8/6-08)

Prescribed by Department of Local Government Finance

FORM 11

*****AUTO**S-DIGIT 46107***13***23***4027

Place Address Here

GET COUNTED IN 2010! Learn more at www.census.indiana.edu.

This notice indicates the assessed value of your property. Information on the valuation of your property and a copy of the property record card can be obtained from the Assessing Official at the telephone number and address below.

Notice to the taxpayer of the Opportunity to Appeal (IC 8-1.1-15-1):

If a taxpayer does not agree with the action of the assessing official giving this notice, the County Property Tax Assessment Board of Appeals will review that action if you file a notice in writing with the Township Assessor (if any) or the County Assessor within forty-five (45) days of the mailing of this notice. This written notice should include the name of the taxpayer, the address of the property, the key number or the parcel number of the property, the address of the taxpayer (if different from the property address), and the telephone number of the taxpayer. An appeal of this assessed value requires evidence relevant to the value of the taxpayer's property as of the assessment date.

Name of property owner		Parcel or identification number 491020138020000102/1089426	
Legal description			
Property address (number and street, city, state, and ZIP code)			
<h1>Sample</h1>			
PREVIOUS ASSESSMENT AT		NEW ASSESSMENT EFFECTIVE MARCH 1, 2010	
LAND	\$13,000.00	LAND	\$13,000.00
STRUCTURES	\$53,600.00	STRUCTURES	\$49,900.00
TOTAL	\$66,600.00	TOTAL	\$62,900.00
Reason for revision of assessment: Annual adjustment of Assessed Value			
If the change in assessment is due to a new home, you should be aware that there are many property tax benefits or deductions available. Please see INDIANA PROPERTY TAX BENEFITS (State Form 51751) available on the DLGF website, www.IN.gov/dlgr . If the non-residential real property is reassessed because it has been rehabilitated, you may be eligible for rehabilitation deductions - see Form 322A. Other non-residential construction may be eligible for deductions - see Form 322/RUE & Form 322/VIBD.			
County Marion	Township Center		Date of notice (month, day, year) October 13, 2010
Assessing Official		Telephone number (317) 327-4907	
Address (number and street, city, state, and ZIP code) 200 E. Washington St. STE 1360, Indianapolis, IN 46204			

Figure 2

15 Minority, Women's or Veteran's Business Enterprise Participation Plan for Goods and Services

It is the policy of the City of Indianapolis that Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Veteran Business Enterprises (VBEs) shall have the maximum feasible **opportunity** to participate in the performance of contracts. Consequently, the City, through Article IV, sections 201-401 of the revised municipal code and Executive Order 5, 2008, has established MBE participation goals of 15%, WBE participation goals of 8%, and VBE participation goals of 3% for its dollars spent on public works, goods, and services.

The Contractor shall include information concerning its MBE, WBE, and VBE utilization for this contract on the attached MBE/WBE/VBE Participation Plan. To receive credit toward the MBE/WBE/VBE goals, all MBE, WBE, and VBE suppliers offered for "direct participation" in a contract (e.g. subcontracting) must be certified by the City's Department of Minority & Women Business Development (DMWBD). Contractors able to offer direct participation in the form of subcontractors must indicate the name of the MBE/WBE/VBE firm(s) with which it will work; the contact name and phone number for the firm(s); the service(s) supplied by the firm(s); and the specific dollar amount from this contract that will be directed toward each firm. The evaluation and review of a Contractor's MBE/WBE/VBE participation, including a review of documentation and information submitted, shall be undertaken by DMWBD.

The City will recognize only City of Indianapolis certified firms regardless of any other state or national affiliation. In order to be recognized by the City of Indianapolis as an MBE/WBE/VBE participant, your company must be certified with the DMWBD. If you should need assistance in obtaining MBE/WBE/VBE certification for possible participation in a contract, please contact the DMWBD at the following web site: <http://www.indy.gov/eGov/City/DMWBD/Pages/Home.aspx> and click on "Certification/Renewal" or call (317) 327-5262. Respondents can view a list of City DMWBD approved MBE/WBE/VBE contractors by going to the web page listed above and clicking on "Vendor List".

The Contractor shall maintain adequate records of all relevant data with respect to the utilization and attempted utilization of MBEs, WBEs, and VBEs and shall provide full access to these records to the DMWBD upon its request to inspect them. The City may require the Contractor to submit information in addition to the MBE/WBE/VBE Participation Plan and/or Application for MBE/WBE/VBE Program Waiver regarding MBE/WBE/VBE certification and utilization. Such information may include, but is not limited to the following: (1) Copies of all executed agreements for each MBE/WBE/VBE engaged to satisfy the participation policies, (2) the name and address of the MBE/WBE/VBE, (3) the scope of work to be performed, (4) the dollar value of work to be performed or furnished by each proposed MBE/WBE/VBE subcontractor or MBE/WBE/VBE joint venture partner, (5) acknowledgement and acceptance of the agreement by the MBE/WBE/VBE, and (6) monthly utilization payment reports with each monthly application for payment.

While direct participation of MBE/WBE/VBE subcontractors is preferred, if it cannot be accomplished for this contract, "indirect participation" may be acceptable. Examples of indirect participation might include the use of common MBE/WBE/VBE suppliers (i.e., office suppliers, courier services, shipping services, etc.) contributing to overhead costs or the overall operation of the business. Indirect participation may occur at the local, regional or national level. (Note: For common suppliers located outside of Indiana that are participating in an indirect fashion, please return proof of home state or municipal certification to the DMWBD.) If the trade is an overhead item for the entire business, please calculate, to the best of your ability, the proportion or amount of the business from this contract that will impact MBE/WBE/VBEs.

Any contractor that does not have MBE/WBE/VBE direct participation shall submit the attached Application for MBE/WBE/VBE Program Waiver with the reasons for the lack of participation. The Waiver requires submission of documents showing the good faith efforts that were made by the Contractor for the purpose of attaining MBE/WBE/VBE firms as subcontractors or sources of supplies, equipment, and services. The Waiver must be submitted if a contractor does not have any direct or indirect MBE/WBE/VBE participation. If a contractor has only indirect participation, then the Waiver must be submitted for the direct participation and the MBE/WBE/VBE Participation Plan must be submitted for the indirect participation.

Failure to provide the MBE/WBE/VBE Participation Plan or Application for Waiver at the time of submission will result in the disqualification and rejection of the bid/proposal. The Purchasing Division and the DMWBD reserve the right to verify all information included in the MBE/WBE/VBE Participation Plan before making final determination of the contractor's responsiveness and responsibility.

MBE/WBE/VBE Participation Plan for Goods and Services

RFB / RFQ # _____

RFB / RFQ Name _____

Contractor Name _____

Address _____

City/State/Zip _____
City State Zip Code

Phone (_____) _____ FAX (_____) _____

e-mail _____

Please indicate whether this plan is for direct or indirect participation:

_____ Direct Participation Plan _____ Indirect Participation Plan

The following minority/women owned firms will be participating directly in the RFB / RFQ according to the following schedule. (Please note that an Application for MBE/WBE/VBE Program Waiver must be attached if no direct participation is available.)

<u>MBE/WBE/VBE</u>	<u>Phone</u>	<u>Email</u>	<u>Contact</u>	<u>Trade</u>	<u>Amount</u>

Please indicate which firms are MBE, which firms are WBE, and which are VBE

**NOTE: YOU MUST INCLUDE EITHER A COMPLETED “MBE/WBE/VBE PARTICIPATION FORM”
AND/OR THE “APPLICATION FOR WAIVER” WITH YOUR SUBMISSION**

**Failure to provide the MBE/WBE/VBE Participation Plan or Application for Waiver at the time of
submission will result in the disqualification and rejection of the bid/proposal.**

Application for MBE/WBE/VBE Program Waiver for Goods and Services

Application for MBE/WBE/VBE Program Waiver is hereby submitted for DIRECT / INDIRECT (circle one or both) participation for the RFB / RFQ listed below.

Date of Application _____ RFB / RFQ # _____

RFB / RFQ Name _____

Contractor Name _____

City/State/Zip _____
City State Zip Code

Telephone (_____) _____ FAX (_____) _____

e-mail _____

Please indicate reason(s) for application below:

_____ Unable to locate MBE/WBE/VBE engaged in _____

_____ Unable to secure competitive price in _____

_____ Other good faith efforts. Documentation of good faith efforts shall include the following or written explanation if not applicable.

- (a) Documentation of any advertising, written notification or both that the contractor performed in search of prospective MBE/WBE/VBEs for the contract in general circulation, trade, and minority-focused media. Please contact DMWBD at:

<http://www.indy.gov/eGov/City/DMWBD/MBE-WBE-VBE/Pages/Certification.aspx> or (317) 327-5262 if you need assistance.

- (b) Documentation of efforts to research other possible areas of participation, such as suppliers, shipping or transport enterprises, and any other role that may contribute to the production and delivery of the product or service specified (i.e., indirect participation).

Please indicate MBE/WBE/VBE firms contacted below:

<u>MBE/WBE/VBE</u>	<u>Type of Attempt</u>	<u>Date(s) Attempted</u>	<u>Results</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please indicate which firms are MBE, which are WBE, and which are VBE as well as the names, addresses, and telephone numbers, and email addresses. Attach additional sheets if necessary.

Applicant Signature _____

Date _____

**NOTE: YOU MUST INCLUDE EITHER A COMPLETED “MBE/WBE/VBE PARTICIPATION FORM”
AND/OR THE “APPLICATION FOR WAIVER” WITH YOUR SUBMISSION**

Failure to provide the MBE/WBE/VBE Participation Plan or Application for Waiver at the time of submission will result in the disqualification and rejection of the bid/proposal.

16 Price Sheet

- All pricing shall be in United States Dollars (USD)
- All pricing shall include paper, printing, folding, supplying envelopes, stuffing envelopes, postage marking and USPS appropriate first class mailing for approximately 350,000 letters.

Method 1	Process	Price
	Approximately 350,000 Letters and Form 11 C/I printing, folding, stuffing in envelopes - two-sided letter, per specifications	\$ _____
	Total Postage, first class for 350,000 letters.	\$ _____
	Quote total shall be inclusive of all services and supplies using method 1	\$ _____

Method 2	Process	Price
	Approximately 350,000 Letter and Form 11 C/I printing, folding, stuffing in envelopes - single-sided letter (2 pages), per specifications	\$ _____
	Total Postage, first class for 350,000 letters.	\$ _____
	Quote total shall be inclusive of all services and supplies using method 2	\$ _____

Process	Price
Additional NCOA charge, per batch of 10,000 addresses, to verify mailing addresses using the National Change of Address Database.	\$ _____

(End of Price Sheet)

17 Extended Price Sheet

- 17.1 If awarded an agreement as a result of the pricing proposed herein, will you extend this pricing to political subdivisions in Marion County (and notify Indianapolis Purchasing Division upon initial extension to an additional subdivision)?

YES _____

NO _____

- 17.2 If awarded an agreement as a result of the pricing proposed herein, will you extend this pricing to political subdivisions in adjoining counties (and notify Indianapolis Purchasing division upon initial extension to an additional subdivision)?

YES _____

NO _____

[Political subdivisions include cities, towns, school corporations, and county governments. If you mark YES you are agreeing that you are willing to extend your proposed pricing to any of these entities if they wish to purchase from any resulting Agreement.]

- 17.3 Will there be a freight differential required to extend pricing to political subdivisions outside Marion County?

YES _____

NO _____

- 17.4 Will you agree to provide upon request but not more than quarterly, a report to the City of Indianapolis that would include the names of;

- a. any participating political subdivisions and
- b. item descriptions and quantities purchased per subdivision?

YES _____

NO _____

- 17.5 The City of Indianapolis DOES NOT accept responsibility for purchase orders issued by other political subdivisions.

- 17.6 All political subdivisions must be willing to accept all items(s) as described in the specifications without any change or alteration, no matter how minute, once accepted by the City of Indianapolis.

(The rest of this page left intentionally blank.)

18 Exception Sheet

Please list and explain any exceptions to the specifications and terms of the Invitation. Please note that the taking of an exception may cause your response to be deemed “non-responsive” if it is determined to be a material variance.

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Check List for Bid/Quote Submittal

- ☐ Sign Bid/Quote Document(s).
- ☐ Sign and notarize an Affidavit of Non-collusion.
- ☐ Vendors are responsible for checking the web site at www.indy.gov/purch for any addenda issued. By signing the Bid/Quote document(s), the vendor acknowledges any and all addenda issued.
- ☐ Include with the Bid/Quote forms any other documents that may be requested per the specifications.
- ☐ Your Bid/Quote may contain a “Minority, Women's or Veteran's Business Enterprise Participation Plan for Goods and Services”. If included in the Bid/Quote, an “MBE/WBE/VBE Participation Plan Form” or “Application for Waiver” must be included with your submission.

Failure to provide a completed MBE/WBE/VBE participation plan or application for waiver at the time of submission will result in a non-responsive bid/quote.

- ☐ Mail the Bid/Quote documents in an envelope. (Note: Larger document packages may be mailed in a suitable box) On the front of the envelope or box include the following;
 - the bidding or quoting company's name
 - the bidding or quoting company's complete correspondence address
 - the date of the Bid/Quote opening
 - and the Bid/Quote number (example: RFB – 00001234).